

# Integrating


## Office Applications with Internet Explorer

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### Objectives

- ▶ Plan a Web publication
- ▶ Create a Web page
- ▶ Format a Web page
- ▶ Create a Web page from a Word document
- ▶ Create a Web page from an Access table
- ▶ Create a Web page from an Excel workbook
- ▶ Create Web pages from a PowerPoint presentation
- ▶ Add hyperlinks

The Web page features of Office XP give you the tools to easily create professional Web pages from scratch or to convert existing Office documents into Web pages.


A **Web page** is a file that can be stored on a special computer called a **Web server** so it can be viewed on the World Wide Web or an intranet using a browser. Web pages use **Hypertext Markup Language (HTML)** formatting. HTML is the programming language used to describe how each element of a Web page should appear when viewed with a browser.  Karen Rosen is the director of human resources at MediaLoft. Karen wants to create a set of Web pages that she will eventually post, or **publish**, on the MediaLoft intranet to help new employees learn more about employee benefits and programs. Karen uses Office XP to create the Web pages.





## Integration

# Planning a Web Publication

A **Web publication** is a group of associated Web pages focused on a particular theme or topic. It is important to plan your Web pages carefully before creating them. Planning a Web publication involves thinking about the content to include, determining the design to use, sketching the organization of the Web pages, and including the links between them.  Karen plans the content and organization of her Web pages and outlines the steps involved in creating the Web publication and posting it to the MediaLoft intranet.

## Details

**In planning her Web pages, Karen is careful to:**

► **Sketch each Web page**

Draw a sketch of how you want each page to look and diagram the links between pages. Karen identifies the content that will be useful to employees. She then determines the documents she wants to include on the intranet, sketches the layout, and adds notes, as shown in Figure D-1.

► **Create each Web page**

You can save an existing Office file as a Web page, or you can start with a blank document and create a new Web page. Word includes Web page templates that make it easy to create many standard types of Web pages from scratch. If you want to create a Web page from an existing file, you can use the features in each Office program to convert the file to HTML. Karen will create a new Web page in Word and then convert several existing Office files to HTML files.

► **Format each Web page**

You can use Word to edit most Web page documents—even those not created in Word—and to add images and apply visual themes and backgrounds to Web pages. Karen will use the tools available in Word to enhance the appearance of the Web pages in her Web publication. She will apply a common visual theme to each Web page and insert the MediaLoft company logo on the Welcome page.

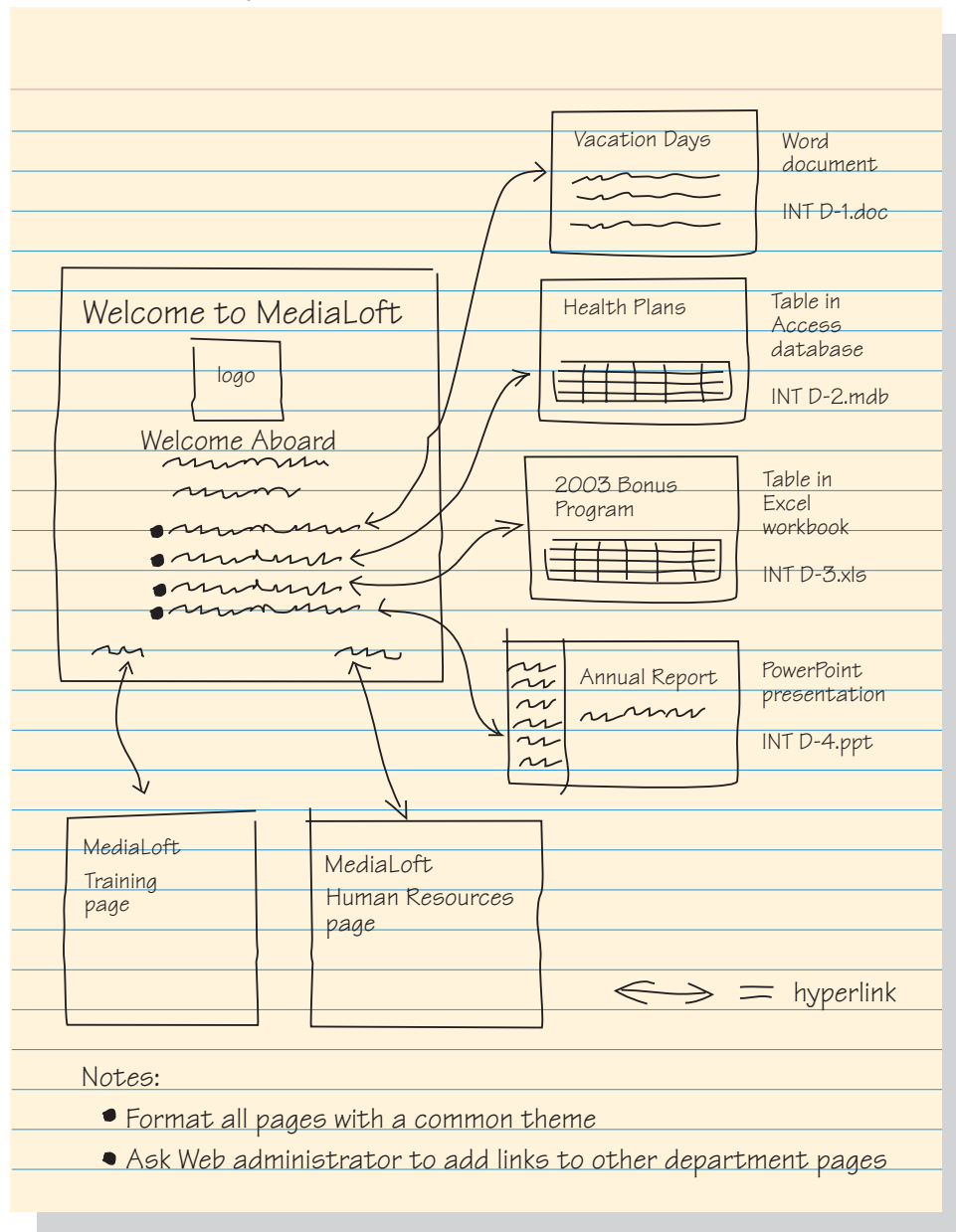
► **View each Web page using a browser**

Before finalizing the content and design of each Web page, view the Web page in your browser to make sure it is readable and formatted properly. If necessary, you can use Word to make editing and formatting corrections. Karen will view the Web pages in Internet Explorer to make sure they look as expected.

► **Format hyperlinks**

Once you have finalized the text and graphics of your Web pages, you can add hyperlinks to connect them. Before publishing your Web publication, view it again in your browser to test each hyperlink and make sure it works as you intended. Karen's sketch indicates that she will create links between the home page, which is the Welcome page, and each Web page in the publication. Also, she will eventually create links to the MediaLoft Training page and to the MediaLoft Human Resources page after publishing the Web publication on the MediaLoft intranet.

FIGURE D-1: Karen's Web publication sketch



## Naming Web Pages


Determining the filenames conventions and the folder structure you will use for your Web pages is an important aspect of planning a Web publication. Different operating systems place different restrictions on filenames, so it's important to find out what operating system your Web server uses and name your files accordingly. It's safest to name Web pages using the standard eight-dot-three naming convention, which specifies that a filename have a maximum

of eight letters followed by a period and three-letter file extension – mypage.htm or chap\_1.htm, for example. Therefore, if you intend to publish to the Web, filenames should use all lowercase letters and include no special characters or blank spaces. Valid characters include letters, numbers, and the underscore character. It's also advisable to create a system for naming the Web pages in a large Web publication so that you can easily locate and organize the files.



## Integration

# Creating a Web Page

To create a Web page, you must create a document that uses HTML formatting. HTML places codes, called **tags**, around the elements of a Web page to describe how each element should appear when viewed using a browser. When you create an HTML document in Word, Word automatically inserts the HTML tags for you. A quick way to create a Web page in Word is to start with a Web page template. Word includes templates for many standard types of Web pages, such as a table of contents page or a frequently asked questions (FAQ) page.  Karen uses a Web page template in Word to create the basic structure of the home page, the MediaLoft Welcome page. When completed, the Welcome page will include links to the other Web pages.

## Steps 1234

### Trouble?

If the New Document task pane is not open, click File on the menu bar, then click New.

1. Start **Word**, click the **General Templates** hyperlink in the New Document task pane, then click the **Web Pages** tab in the Templates dialog box

The Web Pages tab of the Templates dialog box, shown in Figure D-2, includes templates for creating different types and styles of Web pages. It also includes the Web Page Wizard.

2. Click the **Simple Layout** icon, verify that the **Create New Document** option button is selected, then click **OK**

A new Web page document based on the Simple Layout template opens in the document window in Web Layout view. Web Layout view displays a document as it would look when viewed in a Web browser. The text is placeholder text that you will replace with your own information.

3. Click **Format** on the menu bar, then click **Theme**

The Theme dialog box opens and displays a list of themes. A **theme** is a predesigned set of formats that you can apply to Web pages to give them a consistent look.

### Trouble?

Choose a different theme if Willow is not available to you.

4. Scroll to the bottom of the Choose a Theme list box, click **Willow**, examine the preview that appears in the Sample of theme Willow box, then click **OK**

The Willow theme is applied to the Web page.

### QuickTip

If you want your name on the printed solution, add it to the page title when you save the Web pages.

5. Click the **Save** button  on the Standard toolbar, click **Change Title** in the Save As dialog box, type **Welcome to MediaLoft** in the Set Page Title dialog box, then click **OK**

The page title appears in the title bar when the Web page is viewed with a browser, so it's important to assign a page title that not only describes the Web page but that you would want visitors to see.

### Trouble?

The file extension might not appear in your title bar; Windows can be set to display or not display file extensions.

6. Drag to select **Simple Web Page.htm** in the File name text box, type **Welcome**, make sure the drive and folder where your Project Files are stored is displayed in the Save in list box, then click **Save**

The document file is saved as a Web page in HTML format. The filename Welcome.htm appears in the title bar when the document is viewed in Word. Word automatically created a folder named Welcome\_files in the same location as the HTML file to contain all the files used in the Web page, such as the files for the graphics, background, bullets, and other Web page elements.

7. Select **Main Heading Goes Here**, type **Welcome to MediaLoft**, select **Section 1 Heading Goes Here**, type **Welcome Aboard**, replace the next paragraph with the paragraph shown in Figure D-3, press **[Enter]** twice, then type the four-line list shown in Figure D-3

Later you will format each item in the list as a hyperlink to another Web page.

8. Press **[Enter]** twice, type **MediaLoft Training page**, press **[Enter]**, then type **MediaLoft Human Resources page**

Later you will format these items to create hyperlinks to the Training page and to the Human Resources page.

9. Use the pointer to select the remaining placeholder text, press **[Delete]**, then click 

FIGURE D-2: Web Pages tab in Templates dialog box

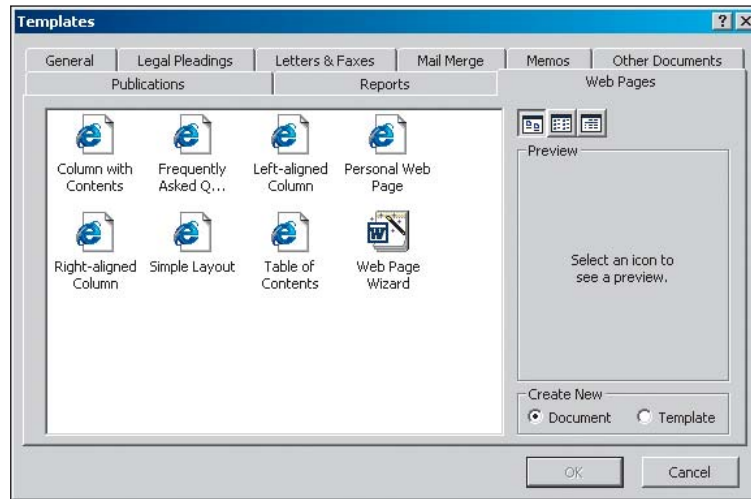
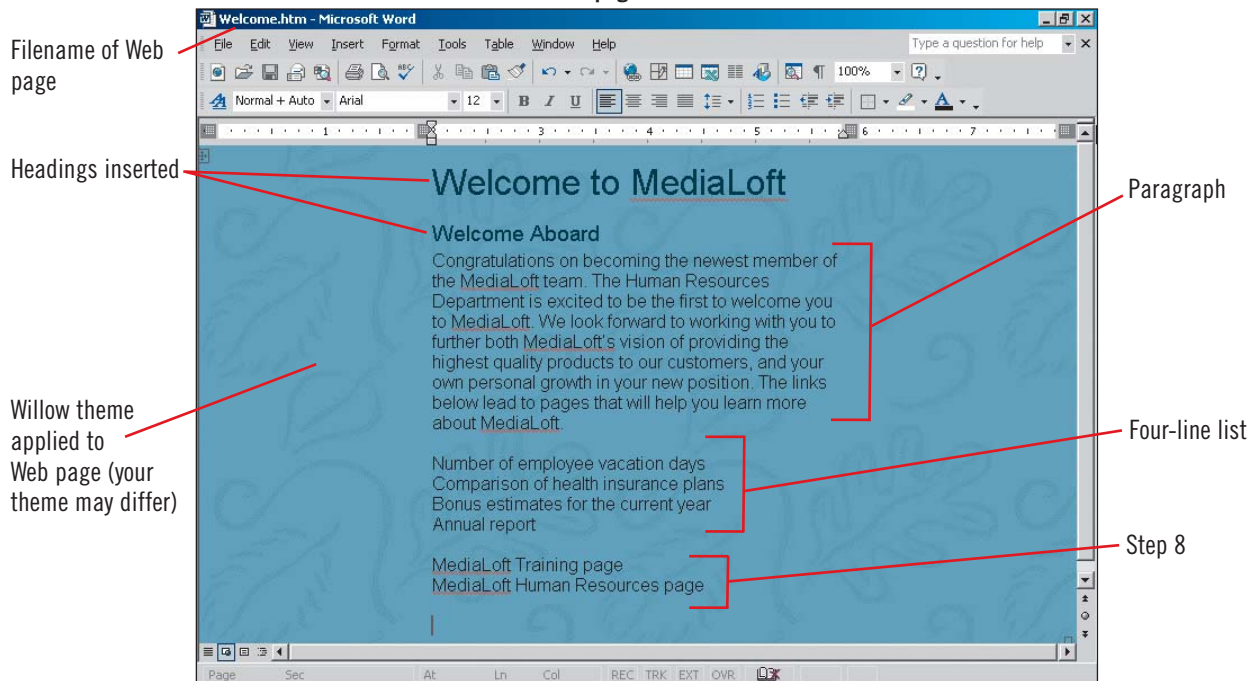


FIGURE D-3: Text entered for the Welcome page




## Choosing Web page content and style

Examining the style, layout, and content of other Web pages can inspire new ideas about how to present information in your own Web publications. A well-designed Web page is not only readable and eye-catching, but communicates a visual message that complements the purpose of the Web publication. By

viewing a wide variety of Web pages, you will develop a sense of what kinds of styles, formats, and elements help to communicate messages effectively. When creating a Web publication, keep in mind that the design and tone of your Web pages express your personality or the character of your company to the world.



# Formatting a Web Page

When you format an HTML document in Word, you use the same tools you use to format print documents. For example, when you apply bold to text by using the Bold button on the Formatting toolbar, Word automatically inserts the HTML tags necessary for the Web browser to interpret and then display the text as bold.  Karen uses Word's formatting tools to enhance the appearance of her Web page. She also inserts the MediaLoft logo in the Web page.


## Steps <sup>1 2 3 4</sup>

### QuickTip

The styles shown on the Style list are the HTML-compatible styles included in the theme.

1. Select the heading **Welcome to MediaLoft**, click the **Bold button**  on the Formatting toolbar, then click the **Center button**  on the Formatting toolbar  
The heading text becomes darker and thicker and is centered between the left and right margins of the page. Although you cannot see the HTML tags for bolding and centering the text, Word added them automatically to the file.

2. Select the heading **Welcome Aboard**, click the **Style list arrow** on the Formatting toolbar, then click **Heading 2**  
The heading is formatted in the Heading 2 style. A **style** is a set of formats, such as font, font size, and paragraph alignment, that are named and stored together. Each theme includes styles that you can apply to text to format it quickly and easily.

3. Select the four-line list that begins with Number of employee, click the **Bullets button**  on the Formatting toolbar, then deselect the text  
The four lines change to a bulleted list using the bullet style included in the theme. See Figure D-4.

4. Place the insertion point at the beginning of the heading **Welcome Aboard**, press **[Enter]**, then place the insertion point in the blank line between the headings  
The new blank line will be the location for the MediaLoft logo.

5. Click **Insert** on the menu bar, point to **Picture**, then click **From File**  
The Insert Picture dialog box opens.

6. Navigate to the location where your Project Files are stored, select **MLoft.jpg**, then click **Insert**  
The MediaLoft logo is inserted between the two headings.

### Trouble?

If the Picture toolbar opens when you select the graphic, close the toolbar.


7. Select the logo, click , then deselect the logo  
The logo is centered. Web Layout view displays a document as it will look when viewed in a browser, but you can confirm the appearance of a Web page by opening it in Internet Explorer.
8. Click **File** on the menu bar, click **Web Page Preview**, then maximize the Internet Explorer window if necessary  
The Welcome to MediaLoft Web page opens in the Internet Explorer window, as shown in Figure D-5.
9. Close Internet Explorer, save the changes to the document, then close the document

FIGURE D-4: Headings and list formatted

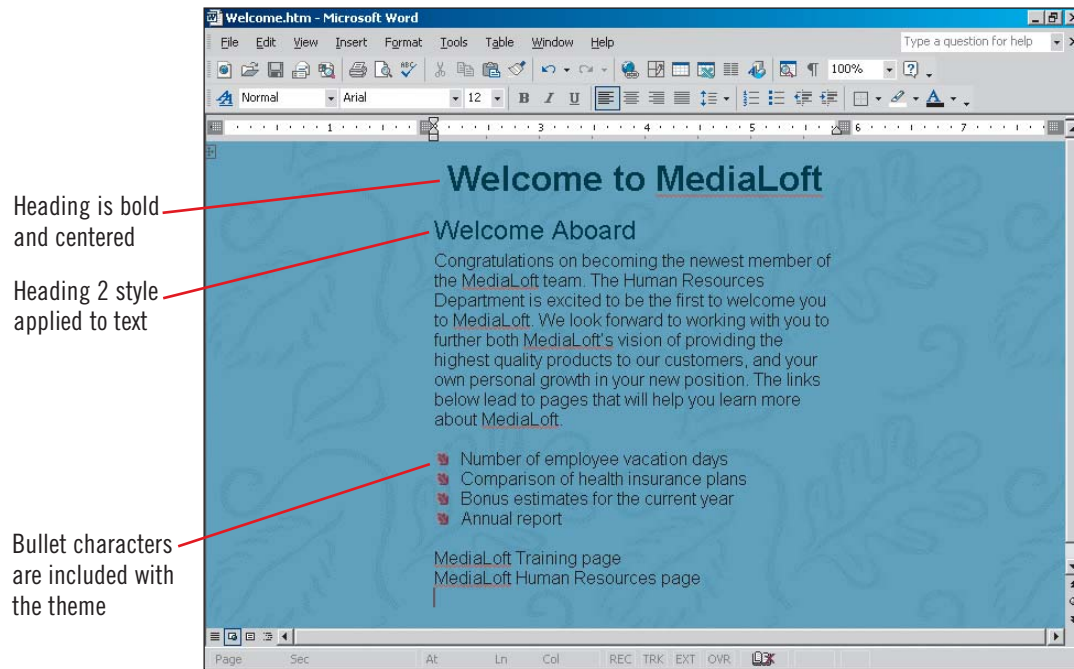
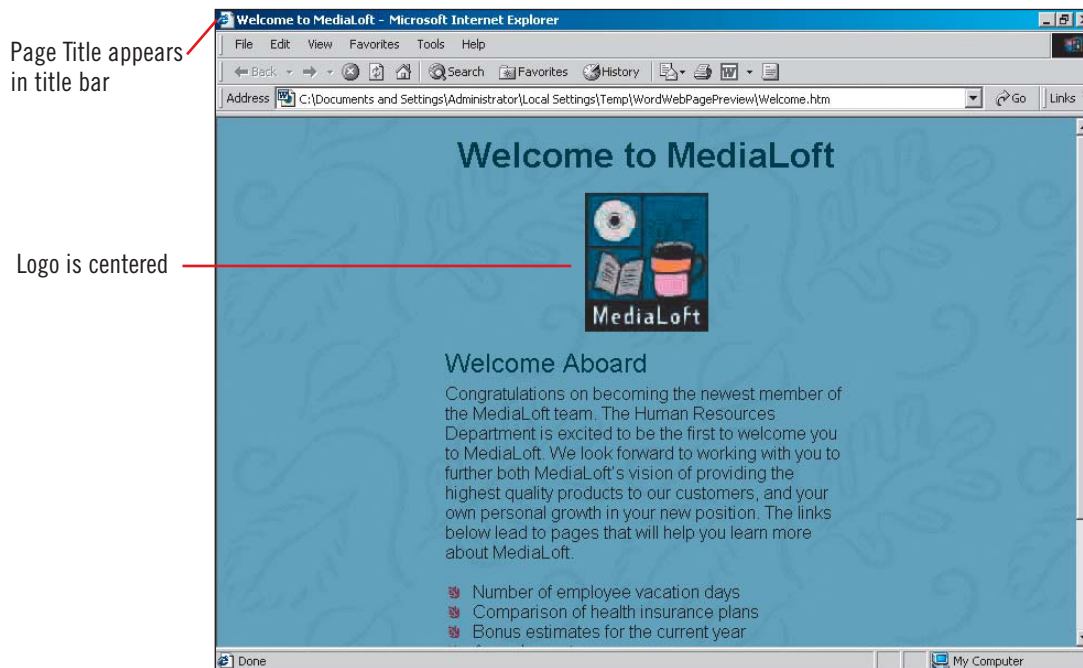



FIGURE D-5: Completed Welcome page in Internet Explorer





## Integration

# Creating a Web Page from a Word Document

By saving a file in HTML format, you can easily create Web pages from existing Office files. Saving a file as HTML converts the file from the Office format to HTML to make it available on the Web or an intranet. After you convert an Office file to HTML, you can format it using Word.  As noted in her original sketch, Karen plans to create Web pages using several existing Office documents. She starts by creating a Web page about company vacation days from a Word document file.

## Steps 1234

### Trouble?

If the file INT D-1.doc does not appear your list of Project Files in the Open dialog box, change the Files of type list box to display "All Files" or "All Word Documents".


1. In Word, open **INT D-1.doc** from the drive and folder where your Project Files are stored  
The document, which contains a description of MediaLoft's policy on vacation days for employees, opens in Normal view.
2. Click **File** on the menu bar, then click **Save as Web Page**  
The Save As dialog box opens. Notice that the Save as type is Web page (\*.htm;\*.html). In order to save a file as a Web page, you need to specify a page title and filename.
3. Click **Change Title**, type **Vacation Days** in the Set Page Title dialog box, click **OK**, type **Vacation** in the File name text box, make sure the drive or folder where your Project Files are located is displayed in the Save in list box, then click **Save**  
Word saves a copy of the document in HTML format and switches to Web Layout view. The filename in the titlebar is Vacation.htm.
4. Select the heading **Vacation Days**, click the **Style list arrow** on the Formatting toolbar, click **Heading 1**, then click the **Center button**  on the Formatting toolbar
5. Press **[Ctrl][End]** to move the insertion point to the end of the document, press **[Enter]**, then type **Return to Welcome page**  
You will later format "Return to Welcome page" as a hyperlink.
6. Select the five-line list that begins with After completing, click the **Bullets button**  on the Formatting toolbar, then deselect the text  
The list is formatted as a bulleted list. Your Vacation Days Web page should match Figure D-6.
7. Click **Format** on the menu bar, click **Theme**, click **Willow** (or the theme you selected in the previous lesson) in the Choose a Theme list box, then click **OK**  
The Willow theme is applied to the Web page, as shown in Figure D-7. The completed Vacation Days Web page now matches the appearance of the Welcome page you created.
8. Save the changes to the document, click **File** on the menu bar, click **Web Page Preview**, then examine the Web page in Internet Explorer
9. Close Internet Explorer, then close the document

FIGURE D-6: Vacation Days Web page

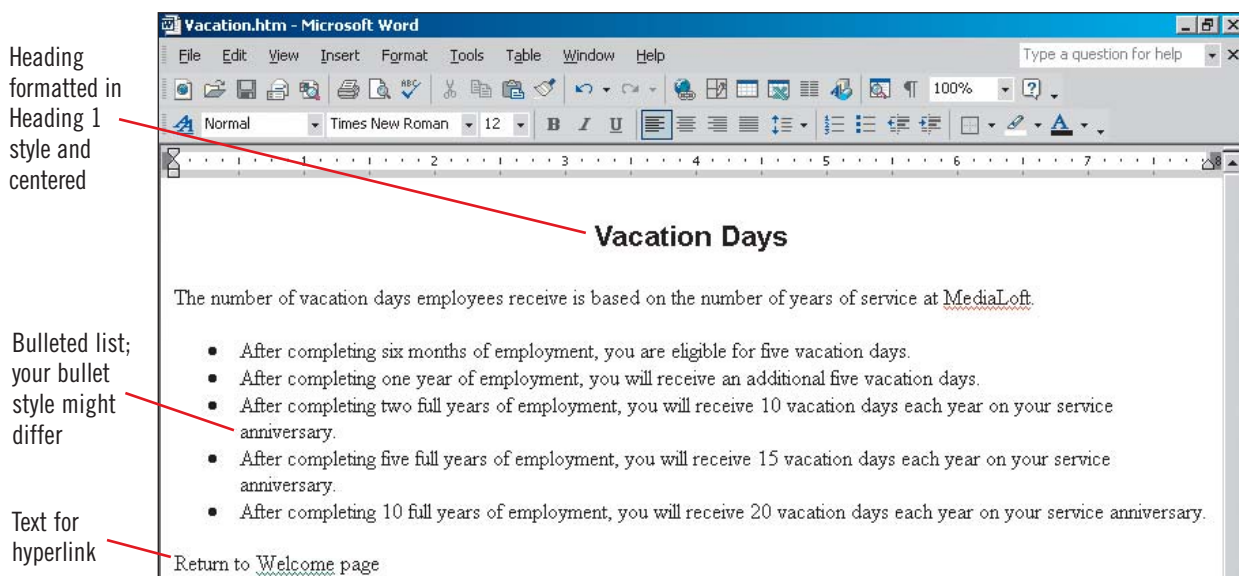
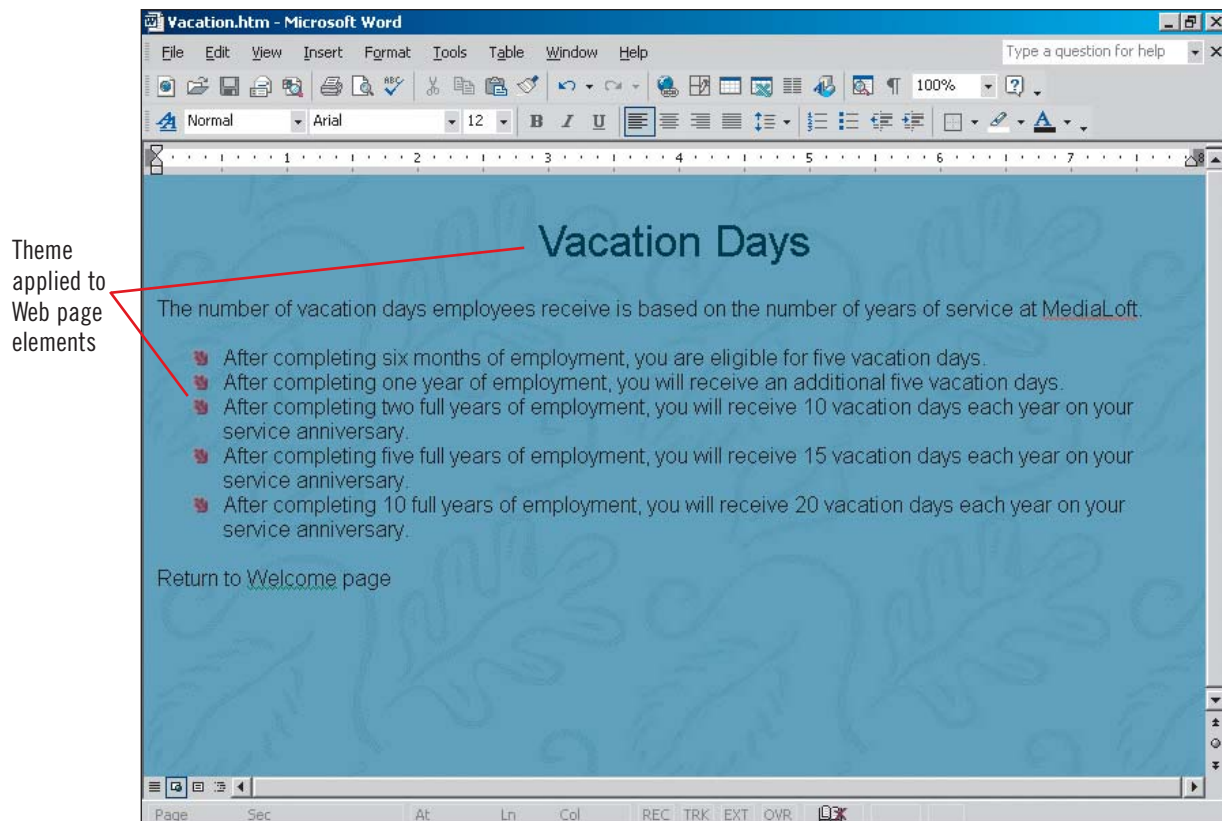



FIGURE D-7: Completed Vacation Days Web page







## Integration

# Creating a Web Page from an Access Table

Like Word, Access allows you to save data as Web pages. You can create static HTML documents from table, form, and query datasheets, as well as from reports. When you save data as a static HTML document, the resulting Web page reflects the data at the time the document was saved; subsequent updates to the data are not reflected in the HTML document. Once you save data in HTML format, you can format the file using Word.  Karen wants to create a Web page that contains a table comparing the health insurance plans available to MediaLoft employees. This information is stored in an Access database table. She exports the table to HTML and then formats it using Word.

## Steps 1234

1. Start Access, click the **More files** link in the New File task pane, open **INT D-2.mdb** from the drive and folder where your Project Files are stored, click **Tables** on the Objects bar in the INT D-2 database window, click the **Open button**  on the Database Window toolbar, review the datasheet, then close the datasheet  
The Health Plans table is selected automatically in the INT D-2 database window.
2. Click **File** on the menu bar, then click **Export**  
The Export Table 'Health Plans' To dialog box opens, as shown in Figure D-8. You have the option of exporting the data only, or you can export the data and the table format to HTML.
3. Click the **Save as type list arrow**, click **HTML Documents (\*.html;\*.htm)**, click the **Save formatted check box**, then click **Export**  
The HTML Output Options dialog box opens.
4. Remove the check mark from the **Select a HTML Template check box** if necessary, then click **OK**  
After a few moments, although there are no apparent changes on the screen, the table is exported.
5. Exit Access, then open the file **Health Plans.html** in Word  
The table opens in Word in Web Layout view.
6. Click **Format** on the menu bar, click **Theme**, click **Willow** (or the theme you selected in the previous lessons) in the Choose a Theme list box, then click **OK**  
The theme is applied to the Health Plans Web page.
7. Press **[Ctrl][End]** to move the insertion point to the bottom of the table, press **[Enter]**, then type **Return to Welcome page**  
Later you will format this text as a hyperlink.
8. Select the table heading **Health Plans**, click the **Style list arrow** on the Formatting toolbar, scroll down, click **Table Theme**, click the **Style list arrow**, click **Heading 1**, click the **Center button**  on the Formatting toolbar, then deselect the text  
The table is formatted with the table format settings included with the theme. Also, the table heading is formatted in the Heading 1 style and centered in the table. The Web page appears as shown in Figure D-9.
9. Save your changes to the document, click **File** on the menu bar, then click **Web Page Preview**  
The Web page opens in Internet Explorer, as shown in Figure D-10.
10. Close Internet Explorer, then close the document

### Trouble?

If a message box opens asking if you want to make Word your default Web page editor, click No.

FIGURE D-8: Export Table 'Health Plans' to dialog box

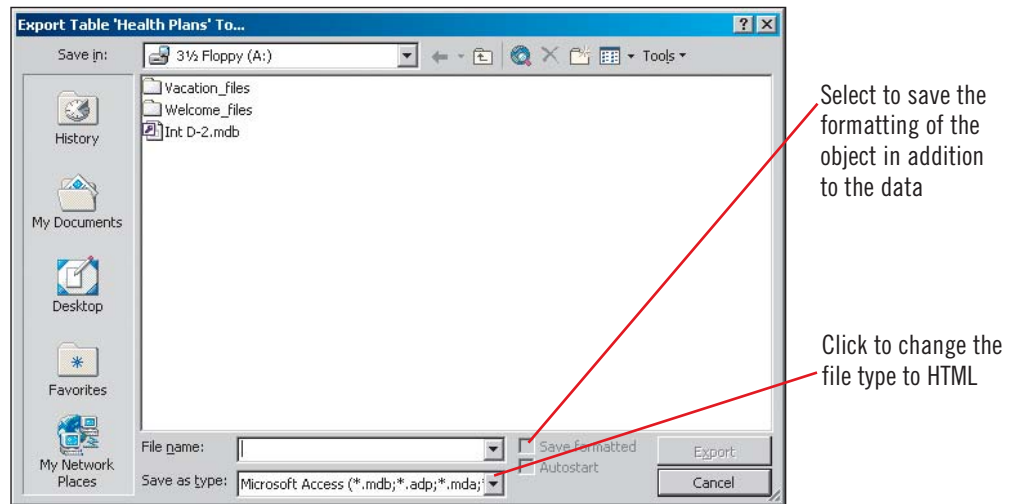


FIGURE D-9: Completed Health Plans Web page in Word

Table from Access database formatted in the Willow theme

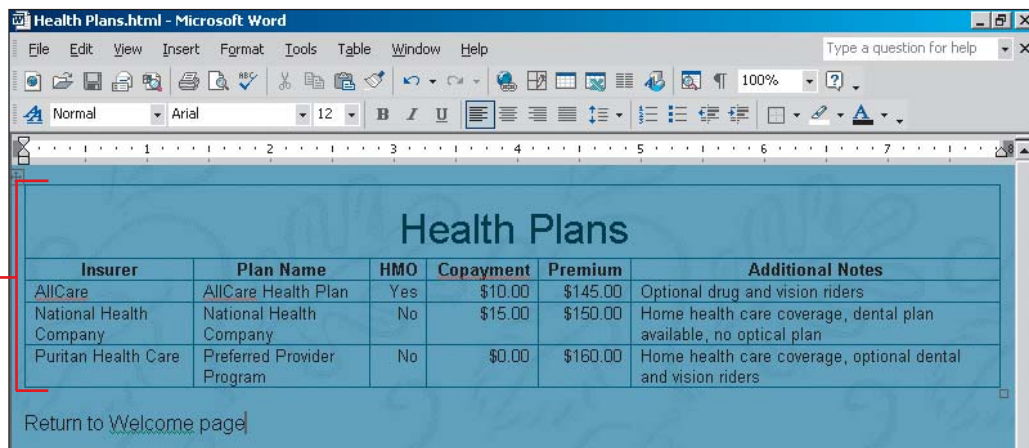
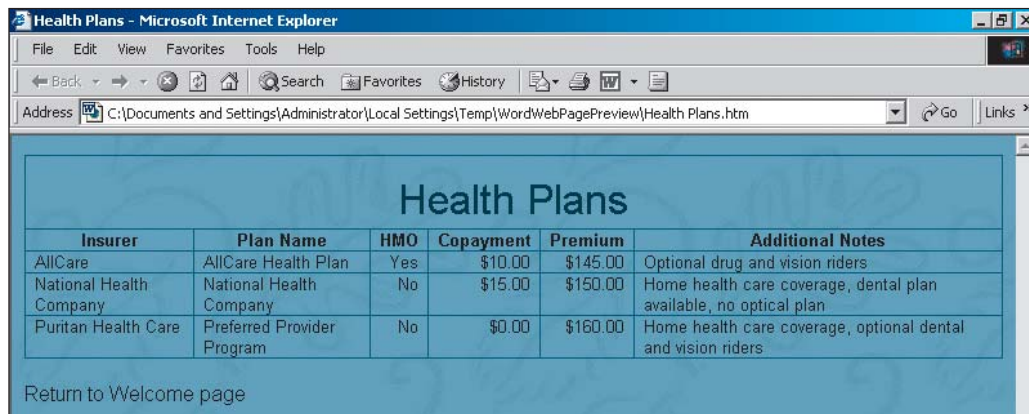


FIGURE D-10: Health Plans Web page in Internet Explorer



## Using Access to create static and dynamic Web pages


You can convert Access objects to static or dynamic Web pages. A static HTML page contains only the information contained in the database at the time you converted the object to a Web page. A Data Access

page, on the other hand, is dynamically linked to the database file so that changes to the data are reflected in the Web page and changes made to the data through the Web page are reflected in the underlying table.



## Integration

# Creating a Web Page from an Excel Workbook

Like Word and Access, you can create Web pages using existing Excel files. Excel lets you specify worksheet ranges to use as sources for Web pages, instead of having to include all of the worksheets or cells in a workbook.  Karen wants to add another Web page to the Welcome publication. Titled “2003 Bonus Program”, this page will highlight MediaLoft’s bonus program and show the estimated bonus percentages for employees by quarter and by department. Karen creates this page from an existing Excel workbook.

## Steps 1234

### QuickTip

If you want users to be able to enter and calculate data on the Web page, you can click the Add Interactivity check box.

### Trouble?

If you do not see the Bonus.htm file in the folder with your Project Files, click the Files of type list arrow, then click All Files. If the file opens in Excel, exit Excel, then repeat Step 4. Make sure you use the Open in Microsoft Word option to open the file correctly.



1. Start Excel, open the Project File **INT D-3.xls**, click and drag to select the range **A1:G7**, click **File** on the menu bar, then click **Save as Web Page**  
The Save As dialog box opens. You use this dialog box in Excel to specify the page title and filename for the Web page.
2. Select the **Selection: \$A\$1:\$G\$7 option button**, click **Change Title**, type **2003 Bonus Program Estimates** in the Set Page Title dialog box, then click **OK**  
The title will appear as the page title in the browser title bar and as a heading centered over the table in the Web page.
3. Type **Bonus** in the File name text box, click **Save**, then exit Excel without saving changes to the file INT D-3.xls
4. In Word, click the **Open button**  on the Standard toolbar, click **Bonus.htm** in the Open dialog box, click the **Open button list arrow**, then click **Open in Microsoft Word**  
The 2003 Bonus Program Web page opens in Word, as shown in Figure D-11. The page title you created is added as a heading centered above the table.
5. Press **[Ctrl][End]**, press **[Enter]**, type **Return to Welcome page**, click **Format** on the menu bar, click **Theme**, click **Willow** (or the theme you chose in the previous lessons) in the Choose a Theme list box, then click **OK**  
The theme is applied to the document.
6. Place the insertion point in the first row of the table, which contains the heading 2003 Bonus Program, click **Table** on the menu bar, point to **Delete**, then click **Rows**  
The first row of the table is deleted.
7. Place the insertion point in the table, click **Table** on the menu bar, point to **AutoFit**, then click **AutoFit to Window**  
The width of the table columns is adjusted so that the table fills the document window.
8. Select the heading **2003 Bonus Program Estimates**, click the **Style list arrow** on the Formatting toolbar, click **Heading 1**, click the **Center button**  on the Formatting toolbar, then deselect the text  
Now the table and the Web page are formatted with the same theme and font styles as the other Web pages you are creating for the MediaLoft intranet, as shown in Figure D-12.
9. Save your changes to the document, click **Yes** to overwrite the file, click **File** on the menu bar, then click **Web Page Preview**  
The Web page opens in Internet Explorer, as shown in Figure D-13.
10. Close Internet Explorer, then close the document

FIGURE D-11: 2003 Bonus Program Estimates Web page in Word

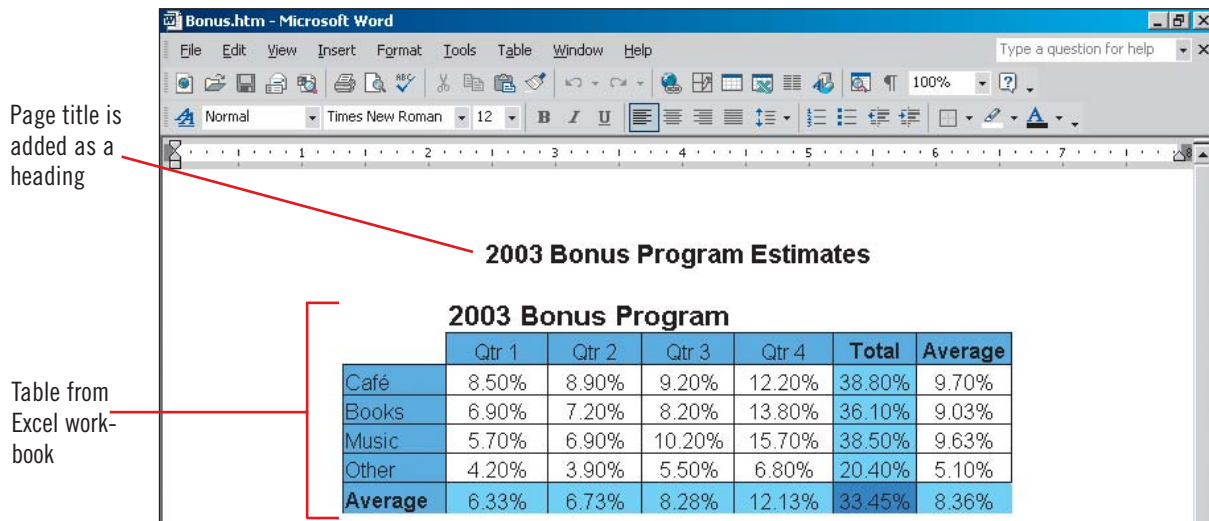


FIGURE D-12: Completed 2003 Bonus Program Estimates Web page

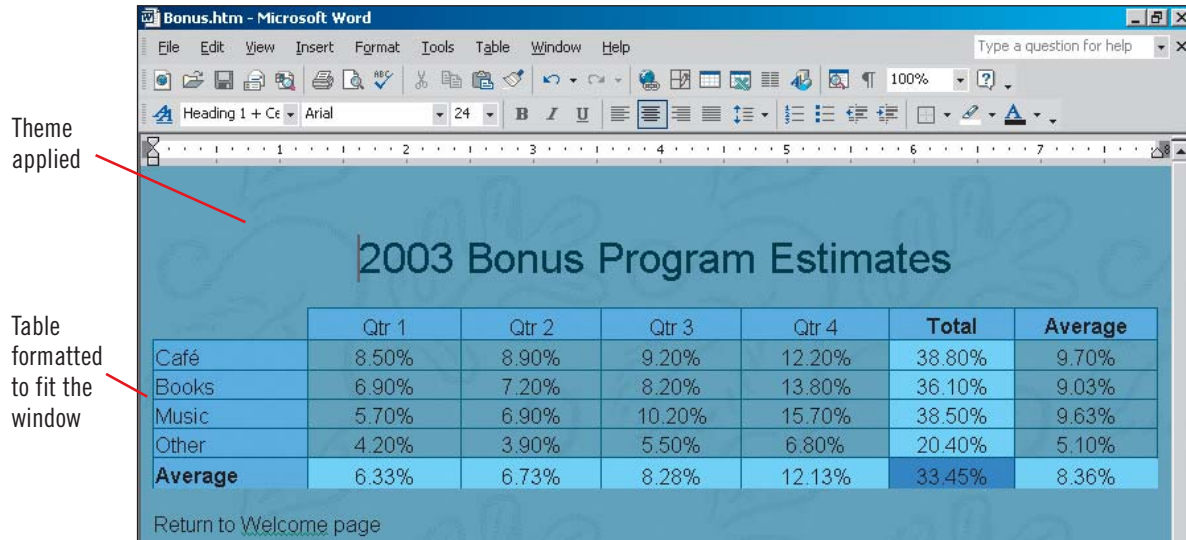
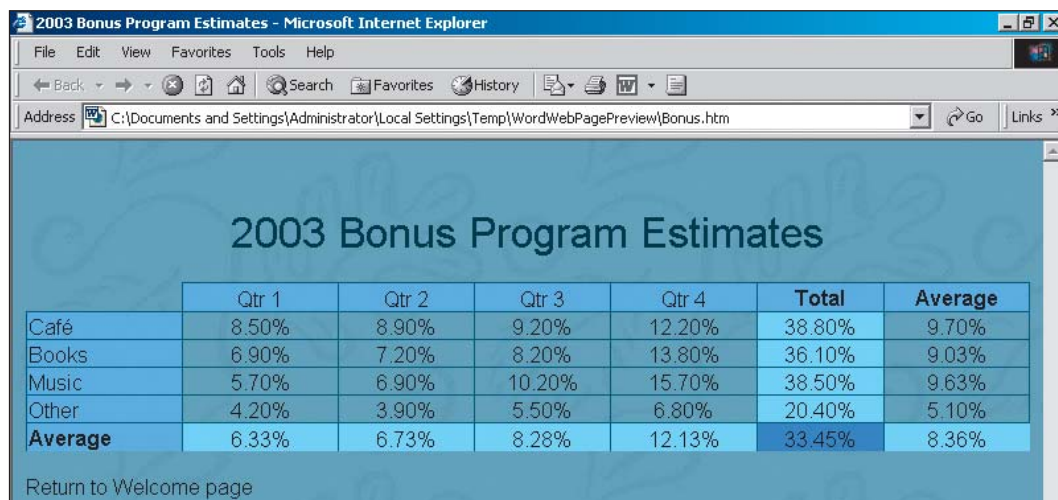



FIGURE D-13: 2003 Bonus Programs Web page in Internet Explorer





## Integration

# Creating Web Pages from a PowerPoint Presentation

PowerPoint presentations contain multiple screens of information, called slides. When you convert a PowerPoint presentation to HTML format, PowerPoint creates a separate Web page for each slide and groups the pages in a folder. This differs from the other Office files where only one HTML file is created for each file or Access object converted. When viewing your presentation with a browser, the audience can navigate through the Web pages much as they would navigate through the slides in PowerPoint.  Karen converts a PowerPoint presentation from the company's annual report to HTML format. She then formats a hyperlink back to the home page.

## Steps 1 2 3 4

### Trouble?

Click or press any key to view the next slide.

### QuickTip

If you want your name on the printed solution, add it to the page title.



1. Start PowerPoint, open the Project File **INT D-4.ppt**, click **Slide Show** on the menu bar, click **View Show**, then view the entire presentation  
The presentation's six slides outline the company's accomplishments and goals.
2. Click **File** on the menu bar, click **Save as Web Page**, click **Change Title** in the Save As dialog box, type **Annual Report** in the Set Page Title dialog box, click **OK**, type **AR Presentation** in the File name text box, then click **Save**  
PowerPoint exports the presentation to HTML format. It may take several minutes to save the file. Because PowerPoint creates a group of associated Web pages when you save a presentation as HTML, you could consider the Web pages based on this presentation as a publication within your publication.
3. Click **File** on the menu bar, then click **Web Page Preview**  
The presentation opens in Internet Explorer, as shown in Figure D-14. The title of each slide in the presentation appears in the left frame of the browser window. When you point to a title, the pointer changes to the hyperlink pointer and the title is highlighted. You can click a title in the left frame to open that Web page, or you can click the Previous Slide and Next Slide buttons at the bottom of the browser window to view the slides.
4. Click the **PowerPoint program button** on the taskbar to switch to PowerPoint, display **slide 1**, place the insertion point after **2002** on the title slide, press **[Enter]** twice, click the **Decrease Font Size button**  on the Formatting toolbar three times, then type **Return to Welcome page**  
You want this text to be a hyperlink to the Welcome page. Because the PowerPoint Web publication is a group of pages instead of a single page, you must use PowerPoint to create the actual link, whereas in other Office files you can create all your links in Word.
5. Select **Return to Welcome page**, then click the **Insert Hyperlink button**  on the Standard toolbar  
The Insert Hyperlink dialog box opens. You use the Insert Hyperlink dialog box to select the Web page, document, or e-mail address to which you want to link the selected text.
6. Select the **Welcome.htm** file, then click **OK**  
The hyperlink to the Welcome file is created. You will test the link in the next lesson.
7. Save your changes to the presentation, click **File** on the menu bar, then click **Web Page Preview**  
Internet Explorer displays the first slide from the presentation, as shown in Figure D-15.
8. View the entire presentation in Internet Explorer, close Internet Explorer, then exit PowerPoint

FIGURE D-14: Annual Report presentation in Internet Explorer

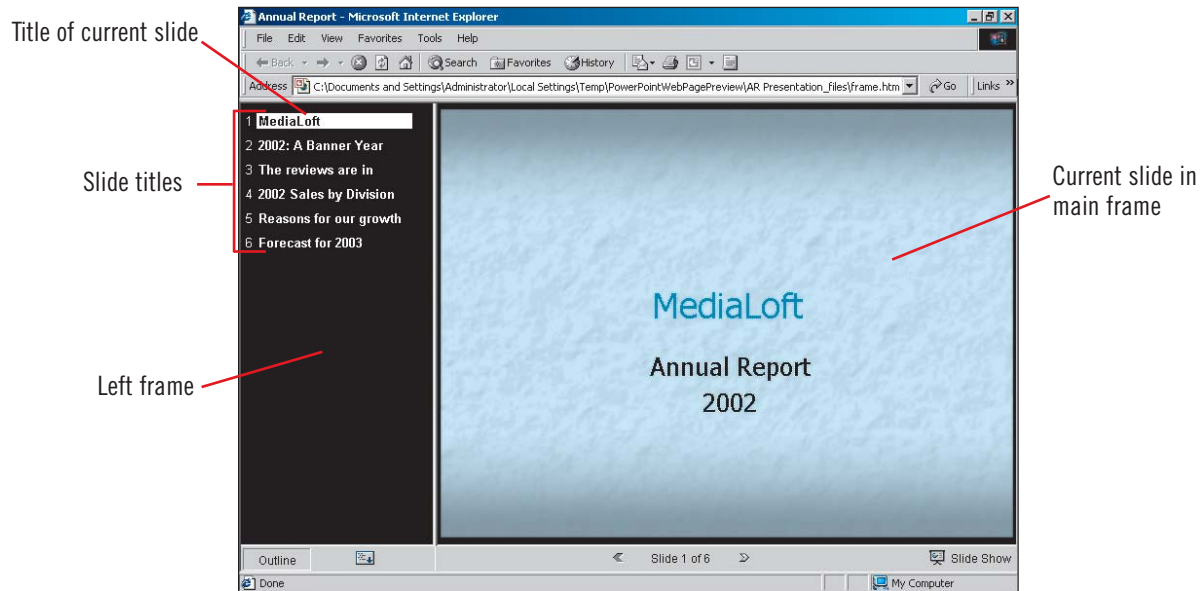
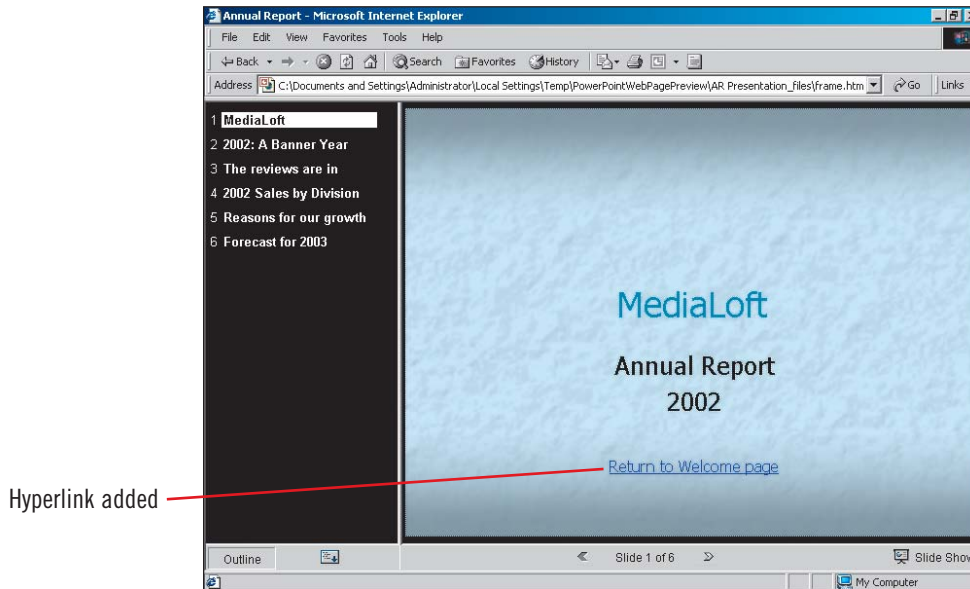


FIGURE D-15: Title slide with hyperlink added



## Using frames

Frames help users to navigate a group of associated Web pages. It is most useful to organize a Web page using frames when you want common navigation elements for all the Web pages in a publication. Although frames are convenient, you have to consider that some older Web browsers may not support them. A popular way to address this problem is to create two versions of a publication—one with frames and one without—and to offer a choice between the two on the publication's


home page. If time or resources limit you to one version, then base your decision on your audience's capabilities. For example, if you create a page for a company intranet and know that every computer has the latest version of a browser installed, adding frames to your publication makes sense. However, if you create a page for a Web publication and want the largest possible audience, using frames excludes some users from viewing your publication.



## Integration

### Steps 1234

# Adding Hyperlinks

After you create the Web pages for your publication, you need to add hyperlinks both between pages of the publication and from the publication to other Web pages so that your audience can easily navigate the Web site.  Karen's sketch shows links from the Welcome page to each of the other Web pages in the publication. It also shows a link back to the Welcome page from each associated page. She begins by adding hyperlinks to the Welcome page.

#### QuickTip

Use **absolute links**, which contain a fixed address, when you don't want the addresses of your links to change at all.

#### QuickTip

To edit a hyperlink, right-click it, then click Edit Hyperlink on the shortcut menu. To remove a hyperlink, right-click it, then click Remove Hyperlink.

#### QuickTip

If you want your name on the printed solution, add it to the bottom of the Web page below the hyperlink.

1. In Word, open the Project File **Welcome.htm**, then scroll down until the bulleted list is visible in the document window

2. Select **Number of employee vacation days**, but not the bullet character, then click the **Insert Hyperlink button**  on the Standard toolbar

The Insert Hyperlink dialog box opens, as shown in Figure D-16.

3. Select **Vacation.htm**, then click **OK**

The text for the first bullet is formatted as a hyperlink—underlined and formatted in the hyperlink font style used by the theme. The hyperlink you created is a **relative link**, or a link that gives another page's address in relation to the current page. Creating relative links allows you to publish the pages to the Web or an intranet in their current directory structure and have the links remain accurate.



4. Move the mouse pointer over the **Number of employee vacation days** hyperlink

A ScreenTip appears above the hyperlink, as shown in Figure D-17. By default the ScreenTip shows the path and filename of the linked page, but you can customize the ScreenTip text by clicking the ScreenTip button in the Insert Hyperlink dialog box or in the Edit Hyperlink dialog box.

5. Repeat Steps 2 through 4 to create and verify the relative links for the three remaining lines of bulleted text—link the second bullet to the **Health Plans.html** file, link the third bullet to the **Bonus.htm** file, link the fourth bullet to the **AR Presentation.htm** file—then save the **Welcome.htm** file

6. Press **[Ctrl]**, then click the **Number of employee vacation days** hyperlink

You can follow a hyperlink in Word by pressing **[Ctrl]** and clicking the hyperlink. The Vacation Days Web page opens in Internet Explorer.

7. Click the **Edit with Microsoft Word button**  on the Internet Explorer toolbar, select **Return to Welcome page** in the Vacation.htm document that opens in Word, click , select **Welcome.htm** in the Insert Hyperlink dialog box, click **OK**, save, then close the document

The text is formatted as a hyperlink to the Welcome page.

8. Repeat Steps 6 through 7 to add a hyperlink back to the Welcome page on the Health Plans and Bonus Web pages, then close all open files except for the Welcome file in Word. You already created the hyperlink to the Welcome page in the Annual Report presentation.

9. Save the **Welcome** file in Word, click **File** on the menu bar, click **Web Page Preview**, then use the hyperlinks in the Web publication to view each Web page in Internet Explorer and return to the Welcome page

10. Click the **Print button**  in Internet Explorer to print each Web page, exit Internet Explorer, then exit Word

You have successfully created and tested the links between the files in your Web publication. Eventually, Karen will add links on the Welcome page to take users to the Training page and the Human Resources page on the MediaLoft intranet site.

FIGURE D-16: Insert Hyperlink dialog box

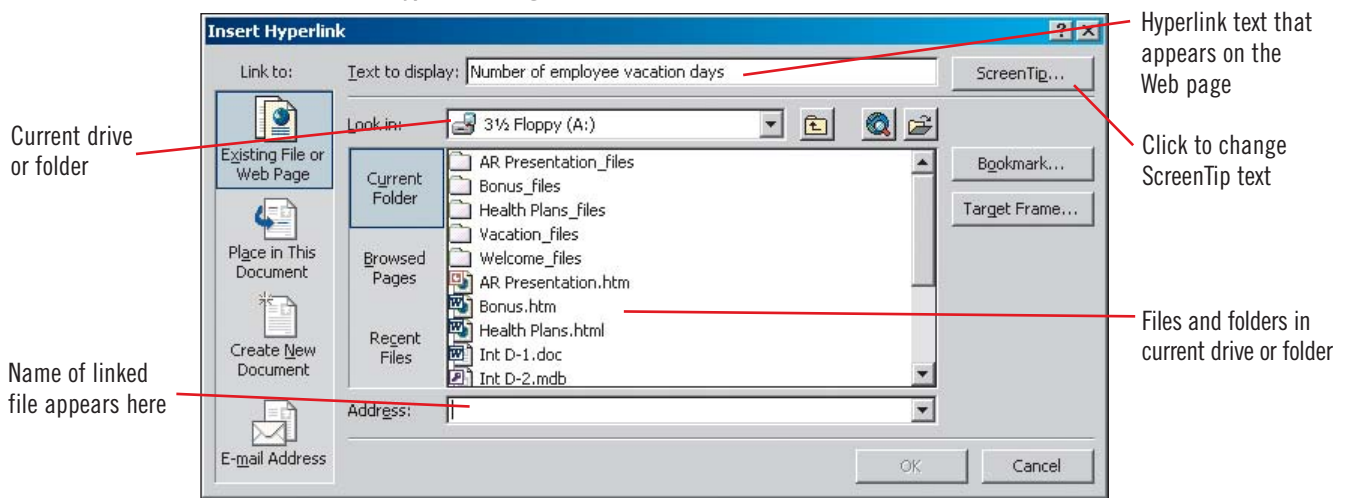
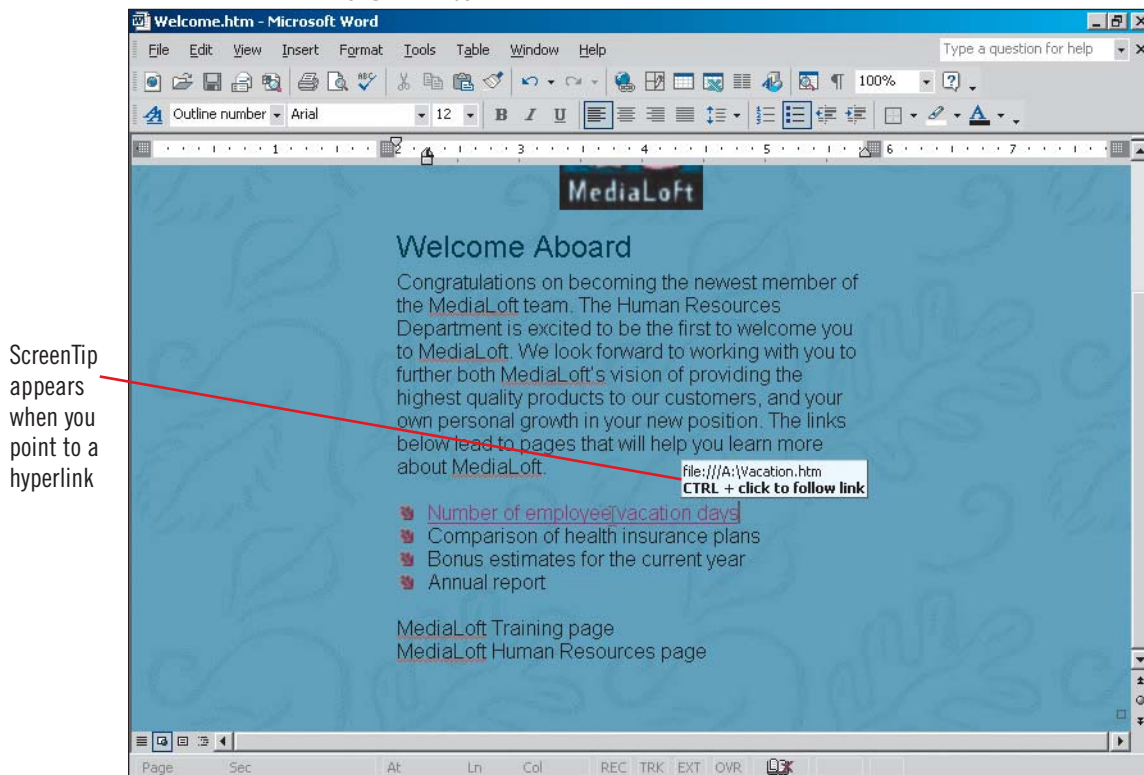


FIGURE D-17: Welcome page with hyperlink added



## Publishing your Web pages

Your Web publication is not available to anyone outside your local computer network or workgroup until you publish it by placing a copy either on the Web or an intranet server. Remember, the links you create on your home page are one-way: they help users viewing your page to find other interesting pages, but do not help others locate your page in the first place. Try the following to advertise your Web publication: ask friends and colleagues to create links to your

home page on their pages; ask the administrator of your server to add your home page to the index of the site's Web pages; or e-mail information about your publication to groups, organizations, or people with Web sites. To publish effectively on an intranet, send a memo to employees who you think might be interested in your page or ask the network administrator and the owners of other relevant pages to add links to your publication on their pages.

## ► Skills Review

### 1. Plan a Web publication.

- Using a pencil and a sheet of paper, sketch an outline of a Web publication for the MediaLoft Sales department, including a Sales News home page, a report on the results of a recent customer survey, a table of contact information for sales representatives, a table of recent sales figures, and a presentation from the eastern division. The Web publication will be posted to the MediaLoft intranet site.
- Draw arrows on your sketch to indicate the hyperlinks between the pages in the publication.

### 2. Create a Web page.

- Start Word, then create a new document using the Table of Contents Web page template.
- Save the document as a Web page to the drive and folder where your Project Files are stored. Use the file name **TOC** and the Web page title **Sales News home page**.
- Apply the Blends theme to the Web page. If Blends is not available to you, select a different theme.
- Replace the template text with the text shown in Figure D-18, then delete the remaining placeholder text.
- Save the changes.

FIGURE D-18



### 3. Format a Web page.

- Apply the Heading 3 style to the Our Vision, Use these links..., and Other links headings.
- Apply the Normal style to the vision statement.
- Apply the Normal style to the links listed under the Use these links..., and Other links headings.
- Format the links as a bulleted list.
- Insert a blank line above the Our Vision heading.
- Insert the Project File MLoft.jpg on the blank line you created. The file is a graphic file of the MediaLoft logo.
- Center the logo.
- Save the changes, preview the Web page in Internet Explorer, close Internet Explorer, then close the TOC file.

**4. Create a Web page from a Word document.**

- a. Open the Project File INT D-5.doc in Word.
- b. Save the file as a Web page with the page title **Customer Survey** and the filename **Survey**.
- c. Apply the Blends theme to the page.
- d. Apply the Heading 1 style to the heading **MediaLoft 2003 Customer Survey**, then center the heading.
- e. Apply the Heading 3 style to the heading **Customer Profile**.
- f. Format the five-line list that begins with percentages under the Customer Profile paragraph as a bulleted list.
- g. Apply the Heading 3 style to the headings Purchasing Habits, Preferred Genres, and Customer Satisfaction.
- h. Select the chart and center it.
- i. Press [Ctrl][End], press [Enter] twice, then type **Return to Sales News home page** at the bottom of the Web page.
- j. Save the changes, preview the Web page in Internet Explorer, close Internet Explorer, then close the Survey file.

**5. Create a Web page from an Access table.**

- a. Start Access, then open the Project File INT D-6.mdb in Access.
- b. Open the Sales Reps Table datasheet, review the records, then close the datasheet.
- c. Export the Sales Rep table as a formatted HTML document. Use the filename **Sales Reps**.
- d. Exit Access, then open the Sales Reps file in Word.
- e. Apply the Blends theme to the page.
- f. Use the Style list arrow to apply the Table Theme style to the table.
- g. AutoFit the table to fit the window. (*Hint: Click in the table, click Table on the menu bar, point to AutoFit, then click AutoFit to Window.*)
- h. Apply the Heading 1 style to the table heading Sales Reps, then center the heading.
- i. Press [Ctrl][End], press [Enter], then type **Return to Sales News home page** at the bottom of the Web page.
- j. Save the changes, preview the Web page in Internet Explorer, close Internet Explorer, then close the Survey file.

**6. Create a Web page from an Excel workbook.**

- a. Start Excel, then open the Project File INT D-7.xls in Excel.
- b. Select the range A1:H6, then save the selected range as a Web page with the filename **Division Sales** and the title **MediaLoft 2003 Monthly Sales by Division**.
- c. Exit Excel without saving changes, then open the Division Sales file in Word.
- d. Delete the first two rows of the table. (*Hint: Select the rows, right-click, then click Delete Rows.*)
- e. Press [Ctrl][End], press [Enter], then type **Return to Sales News home page** at the bottom of the Web page.
- f. Apply the Blends theme to the page.
- g. Apply the Heading 1 style to the heading MediaLoft 2003..., then center the heading.
- h. Save the changes, click Yes to overwrite the file, then preview the Web page in Internet Explorer.
- i. Close Internet Explorer, then close the Division Sales file.

**7. Create Web pages from a PowerPoint presentation.**

- a. Start PowerPoint, open the Project File INT D-8.ppt, then view the presentation.
- b. Place the insertion point after 2003 Fiscal Year on the title slide, press [Enter] twice, use the Decrease Font Size button to reduce the font size to 18 points, then type **Return to Sales News home page**.
- c. Format the text as a hyperlink to the file TOC.htm.
- d. Save the presentation as a Web page with the page title **Eastern Division Report** and the filename **Eastern Presentation**.
- e. Preview the entire presentation in Internet Explorer.
- f. Close Internet Explorer, close the file, then exit PowerPoint.

**8. Add hyperlinks.**

- a. In Word, open the file TOC.htm, then scroll to the bottom of the Web page.
- b. Format each item in the bulleted list of links under the Use these links... heading as a hyperlink to the appropriate Web page. Use the Web pages you created in the previous steps. (*Hint:* If you make a mistake and link the wrong file to a hyperlink, right-click the hyperlink, click Remove Hyperlink, then create the hyperlink again.)
- c. Format the text MediaLoft new employee orientation as a hyperlink to the Project File Employee.htm.
- d. Format the text Publishers' Weekly Web site as a hyperlink. To do this, type the URL [www.publishersweekly.com](http://www.publishersweekly.com) in the Address text box in the Insert Hyperlink dialog box.
- e. If you want your name on the printed solution, press [Enter] twice at the bottom of the Web page, then type your name.
- f. Save the changes to the TOC.htm file.
- g. In Word, open each additional Web page you created and format the text Return to Sales News home page as a hyperlink to the file TOC.htm. If you want your name on the printed solution, add it to the bottom of each Web page below the hyperlink. Save your changes, then close each file when you finish.
- h. Return to the TOC.htm file in Word, then preview it in Internet Explorer.
- i. Test each hyperlink in your Web publication in Internet Explorer. Use the Return to Sales News home page hyperlink when appropriate. Click the Back button on the Internet Explorer toolbar to return to the Sales News home page from the New employee orientation page and the Publishers' Weekly Web site. You must be connected to the Internet to view the Publishers' Weekly Web site.
- j. Print each of the Web pages you created using the Print button in Internet Explorer. Print only the first slide of the presentation.
- k. Close all open files then exit all programs.

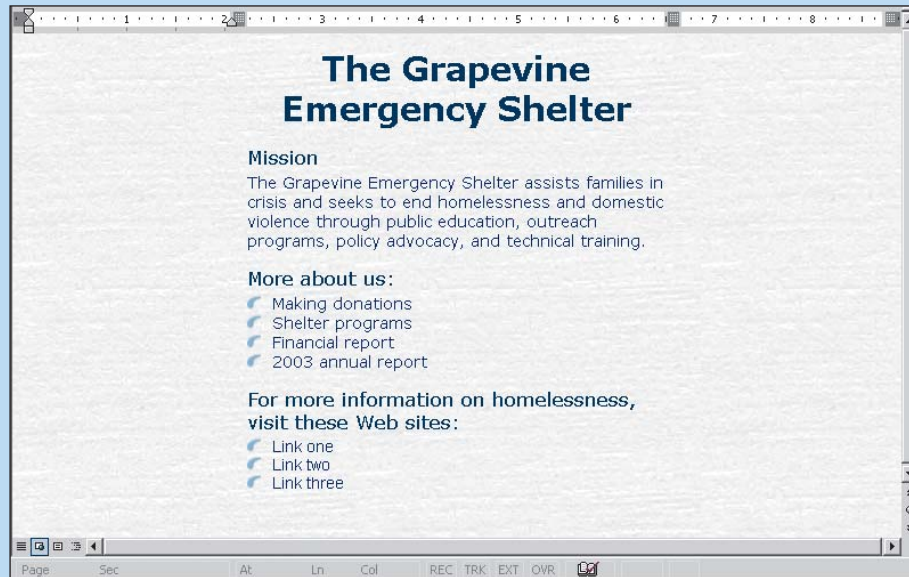


## Independent Challenge 1

You are a volunteer at The Grapevine, an emergency shelter for families in crisis. The Grapevine would like to advertise its programs and services, including requests for donations, on the Internet. At a recent meeting you volunteered to create a Web site for The Grapevine. You'll use existing files for printed material as the basis for most of your Web pages.

- a. Sketch the The Grapevine Web publication. The home page for the publication should include a mission statement, links to other Web pages in the publication, and links to three Internet Web sites devoted to the problem of homelessness. You will create the other Web pages in the publication from existing files: a Word document with information on items sought for donation, an Access table detailing the shelter's programs, an Excel table showing 2003 income and expenses, and a PowerPoint presentation summarizing the shelter's recent activities and immediate goals. Be sure to include the links between the pages in your sketch.
- b. Use your favorite search engine to search the Internet for information on homelessness and programs for the homeless. Use the keyword **homeless** to conduct your search. Write down the page titles and URLs of at least three Web pages you find. You will create hyperlinks from your home page to these Web pages later in this exercise. If your search does not result in links to information on homelessness, try looking at the following Web sites:  
[www.hud.gov](http://www.hud.gov)  
<http://nch.ari.net>  
[www.speakeasy.org/nasna](http://www.speakeasy.org/nasna)
- c. Start Word and create a home page for The Grapevine using the Simple Layout template and the Sumi Painting theme. (Select a different theme if Sumi Painting is not available to you). Include the text and formatting shown in Figure D-19 on your home page. (*Hint:* Format the main heading in bold and center it.) For the links listed under the For more information... heading, substitute the page titles of the Internet Web pages you found in Step b.

FIGURE D-19



- d. Save the Web page with the filename **Grapevine Home** and the page title **The Grapevine Home Page**. (Hint: If you want your name on the printed solution, add it to the page title.) Close the Grapevine Home file.
- e. Create a Web page from the Project File INT D-9.doc. Save the Web page with the filename **Donations** and the page title **Donations to The Grapevine**. Apply the Sumi Painting theme and format the Web page with styles and bullets.
- f. At the bottom of the Web page, insert a hyperlink to the home page file Grapevine Home. Save your changes, preview the Web page in Internet Explorer, make any necessary adjustments to the file in Word, then save and close the file.
- g. Start Access and create a formatted HTML document from the Programs table in the Project File INT D-10.mdb. Name the HTML file **Programs**.
- h. Exit Access, then open the Programs.html file in Word. Apply the Sumi Painting theme, apply the Table theme style to the table, then autofit the table contents to fit the window. Change the table heading to **Grapevine Programs**, then apply a heading style to the table heading.
- i. At the bottom of the Web page, insert a hyperlink back to the home page. Save your changes, preview the Web page in Internet Explorer, make any necessary adjustments to the file in Word, then save and close the file.
- j. Start Excel and create a Web page from the range A1:F20 in the Project File INT D-11.xls. Save the Web page with the filename **Financial Report** and page title **Grapevine Financial Report**, then exit Excel without saving changes.
- k. Open the Financial Report.htm file in Word. Delete the heading **Grapevine Financial Report**, then apply the Sumi Painting theme. Format the Web page with styles so its look is consistent with the other Web pages and it is easy to read.
- l. At the bottom of the Web page, insert a hyperlink back to the home page. Save your changes, clicking Yes to overwrite the file, preview the Web page in Internet Explorer, make any necessary adjustments to the file in Word, then save then close the file.
- m. Start PowerPoint and create a Web publication from the Project File INT D-12.ppt. Use the filename **Grapevine Annual Report** and the page title **Grapevine 2003 Annual Report**.
- n. At the bottom of the first slide, insert a hyperlink back to the home page. Save your changes, preview the presentation in Internet Explorer, make any necessary adjustments to the file in PowerPoint, save and close the file, then exit PowerPoint.
- o. Open the home page file, **Grapevine Home**, in Word. Format the hyperlinks under the More about us heading to link to the appropriate Web pages. Format the hyperlinks under the For more information... heading to link the appropriate URLs.
- p. Save your changes, then preview the Web publication in Internet Explorer, making sure to test each hyperlink.

- q. Use the Print button in Internet Explorer to print each Web page you created and the first page of each Internet Web site you created a hyperlink to.
- r. Close Internet Explorer, then exit Word.



## Independent Challenge 2

You work in the public relations office at Meed Oil Corporation. Recognizing public concern following recent oil spills by other companies, Meed Oil wants to publicize the steps it is taking to guard against oil-tanker spills. Your supervisor asks you to adapt documents created for print and television ad campaigns to create a Web publication for Meed's Internet site.

- a. Sketch the Web publication for Meed Oil. The home page for the publication should include a heading, a graphic that enhances the environmentally-friendly message, links to other Web pages in the publication, and links to two Web sites devoted to oil spill prevention. You will create the other Web pages in the publication from existing files: a press release saved in Word, an Access table detailing Meed's oil spill prevention programs, an Excel table showing a 30-year history of oil spills by major oil companies, and a PowerPoint presentation highlighting Meed's oil spill record and its efforts to prevent future spills. Be sure to include links between the pages in your sketch.
- b. Use your favorite search engine to search the Internet for information on oil spill prevention. Use the keywords **oil spill** to conduct your search. Write down the page titles and URLs of at least two Web pages you find. You will create hyperlinks from the home page to these Web sites later in this exercise. If your search does not result in links to information on oil spills, try looking at the following Web sites:  
[www.epa.gov](http://www.epa.gov)  
[www.state.ak.us](http://www.state.ak.us)
- c. Start Word and create a home page for the oil spill prevention publication. Apply the Nature theme, and include the text and formatting shown in Figure D-20. For the links under the Research heading, substitute the page titles of the Internet Web pages you found in Step b. Insert the clip art graphic shown in Figure D-20 or use another appropriate clip art image. (*Hint:* Click Insert on the menu bar, point to Picture, then click Clip Art to open the Insert Clip Art task pane. You can search on the keyword **nature** or **environment**. You may need to resize the clip art graphic after you insert it.)
- d. Save the Web page with the filename **Oil Spill Home** and the page title **Meed Oil—Oil Spill Prevention Home Page**. (*Hint:* If you want your name on the printed solution, add it to the page title.) Close the Oil Spill Home file.
- e. Create a Web page from the Project File INT D-13.doc. Save the Web page with the filename **Press Release** and the page title **Meed Oil Press Release**. Apply the Nature theme and format the Web page so it is attractive and easy to read.
- f. At the bottom of the Web page, insert a hyperlink back to the home page. Save your changes, preview the Web page in Internet Explorer, make any necessary adjustments to the file in Word, then save and close the file.
- g. Start Access and create a formatted HTML document from the Prevention Programs table in the Project File INT D-14.mdb. Name the HTML file **Prevention Programs**.
- h. Exit Access, then open the Prevention Programs.html file in Word. Apply the Nature theme and format the Web page so it is attractive and easy to read. Change the table heading to **Meed Oil – Oil Spill Prevention Programs**.
- i. At the bottom of the Web page, insert a hyperlink back to the home page. Save your changes, preview the Web page in Internet Explorer, make any necessary adjustments to the file in Word, then save and close the file.

FIGURE D-20



- j. Start Excel and create a Web page from the range A1:F8 in the Project File INT D-15.xls. Save the Web page with the filename **Oil Spills by Company** and page title **Oil Spills by Major Oil Companies**, then exit Excel without saving changes.
- k. Open the Oil Spills by Company.htm file in Word. Delete the text **Oil Spills**, in the first row of the table, then apply the Nature theme. Format the Web page with styles so that its look is consistent with the other Web pages and it is easy to read.
- l. At the bottom of the Web page, insert a hyperlink back to the home page. Save the changes, clicking Yes to overwrite the file, preview the Web page in Internet Explorer, make any necessary adjustments to the file in Word, then save and close the file.
- m. Start PowerPoint and create a Web publication from the Project File INT D-16.ppt. Use the filename **Oil Spill Presentation** and the page title **Meed Oil's Commitment to Oil Spill Prevention**.
- n. At the bottom of the first slide, insert a hyperlink back to the home page. Save your changes, preview the presentation in Internet Explorer, make any necessary adjustments to the file in PowerPoint, save and close the file, then exit PowerPoint.
- o. Open the home page file, **Oil Spill Home**, in Word. Format the hyperlinks to link to the Web pages you created. Format the Research hyperlinks to link to the appropriate URLs.
- p. Save your changes, then preview the Web publication in Internet Explorer, making sure to test each hyperlink.
- q. Use the Print button in Internet Explorer to print the first page of each Web page you created and the first page of each Internet Web site you created a hyperlink to.
- r. Close Internet Explorer, then exit Word.

## ► Visual Workshop

Create the Web publication shown in Figure D-21. Use the Left-aligned Column Web page template in Word to create the Café home page. (*Hint:* The graphic is included in the Web page template.) Create the **Daily Specials** Web pages by creating a presentation in PowerPoint and converting it to HTML. Create the **Contact** Web page by creating a table in Excel and converting it to a Web page. Use the Sandstone theme for the Web pages you format in Word, and use the Maple Design template for the presentation (select a different theme or template if these are not available to you). If you want your name on the printed solution, add it to the page title for each page. Finally, add links between the Web pages. Preview the Web publication in Internet Explorer, then print the first page of each Web page using Internet Explorer.

FIGURE D-21

